

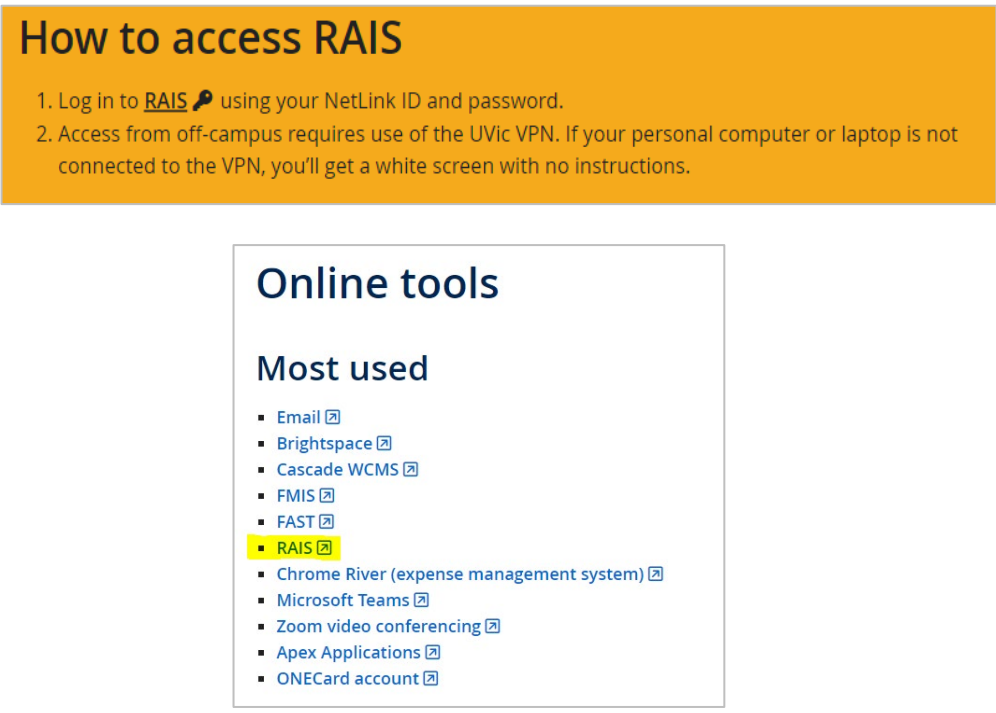
Signing-off on an animal use protocol (AUP) application as the departmental signatory

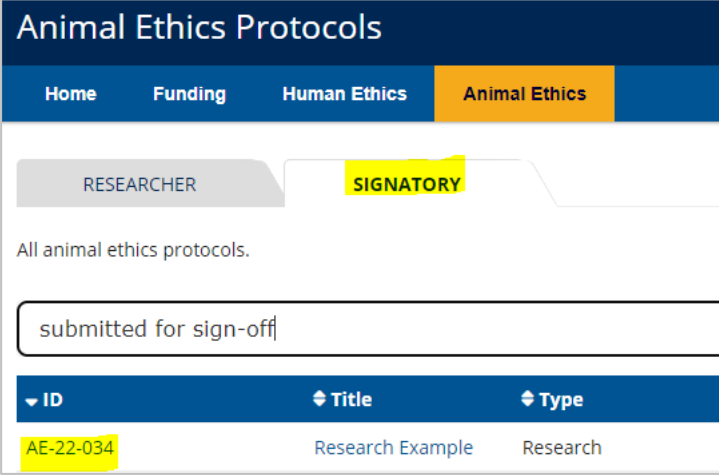
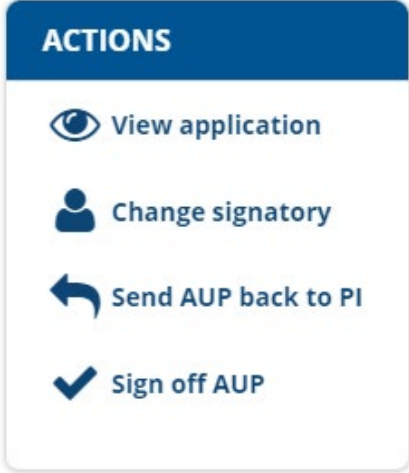
This quick guide describes basic navigation for departmental **signatories (chair, director, dean or designate)** to sign-off on an online AUP application for a researcher (faculty member).

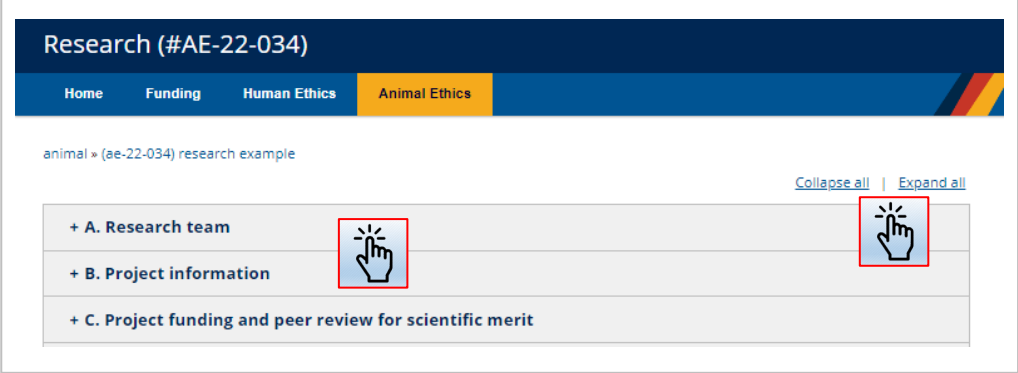
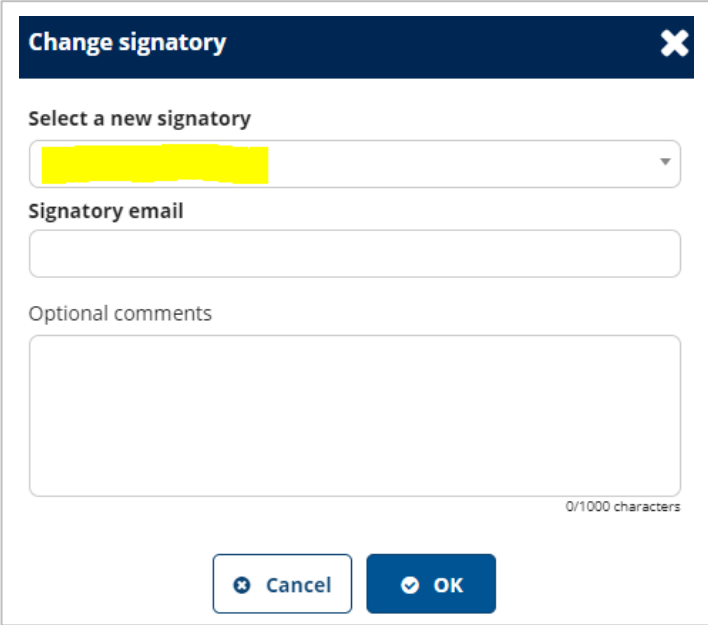
Once signed off, the application is automatically received by Animal Ethics.

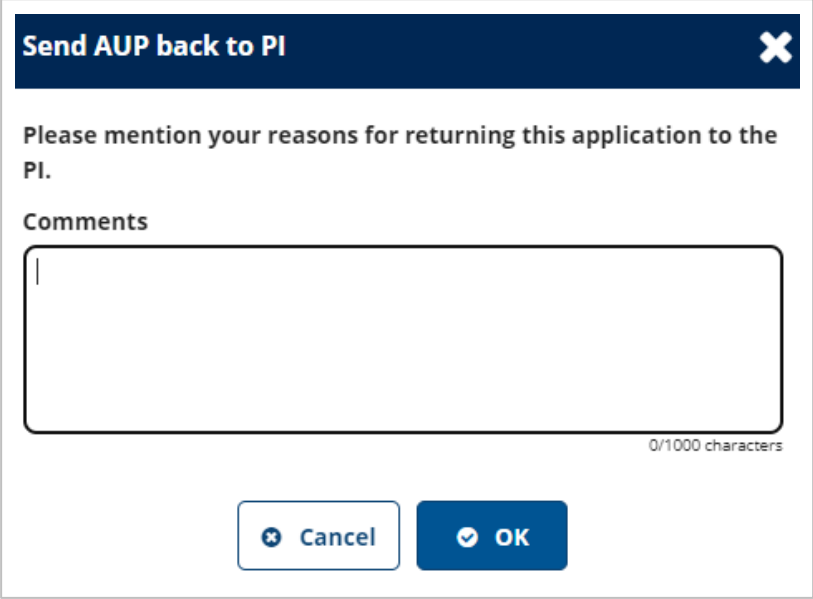
VPN Requirements:

*If you are accessing RAIS off-campus make sure that your device is connected to **Virtual Private Network (VPN)**. Otherwise, you will be taken to a white screen with an error message.*

#	Instructions	Screenshot
1	<p>Access UVic-RAIS via:</p> <ol style="list-style-type: none"> 1) RAIS login & support page (top image), or 2) UVic's Online tools menu (bottom image). <p>Log-in with your NetLink ID and password</p>	 <p>How to access RAIS</p> <ol style="list-style-type: none"> 1. Log in to RAIS using your NetLink ID and password. 2. Access from off-campus requires use of the UVic VPN. If your personal computer or laptop is not connected to the VPN, you'll get a white screen with no instructions. <p>Online tools</p> <p>Most used</p> <ul style="list-style-type: none"> ▪ Email ▪ Brightspace ▪ Cascade WCMS ▪ FMIS ▪ FAST ▪ RAIS ▪ Chrome River (expense management system) ▪ Microsoft Teams ▪ Zoom video conferencing ▪ Apex Applications ▪ ONECard account

#	Instructions	Screenshot
2	<p>On the RAIS homepage, the applications requiring your approval will be listed under the Signatory tab.</p> <p><i>TIP:</i> Click on the Protocol # to take you to the application's project page.</p>	 <p>The screenshot shows the 'Animal Ethics Protocols' page with the 'SIGNATORY' tab highlighted. Below the tabs, there are two filter buttons: 'RESEARCHER' and 'SIGNATORY'. A search bar contains the text 'submitted for sign-off'. Below the search bar is a table with columns for ID, Title, and Type. The first row in the table has the ID 'AE-22-034', Title 'Research Example', and Type 'Research'.</p>
3	<p>As a Signatory you can complete any of the following actions from the application's project page:</p> <ul style="list-style-type: none"> • View application • Change signatory • Send AUP back to PI • Sign-off AUP <p><i>TIP:</i> Look for the Actions menu on the top left corner of the application project page.</p>	 <p>The screenshot shows an 'ACTIONS' menu with four items: 'View application' (with an eye icon), 'Change signatory' (with a person icon), 'Send AUP back to PI' (with a curved arrow icon), and 'Sign off AUP' (with a checkmark icon).</p>

#	Instructions	Screenshot
4	<p>From the Actions menu, select View application to access the full application</p> <p><i>TIP:</i> The application form has multiple sections. Each section will expand or collapse as needed by clicking on the section header row. Or you can expand or collapse the full application by clicking on Collapse all/Expand all top right.</p>	
5	<p>If you have a conflict of interest, or are not the correct person to approve the application, select Change signatory from the actions menu</p> <p><i>TIP:</i> Start typing the name of the new signatory, then select new signatory from the drop-down list.</p> <p>Click OK to reassign the application to the new signatory.</p>	

#	Instructions	Screenshot
6	<p>Select Send AUP back to PI if additional clarification or information is needed.</p> <p><i>TIP:</i> This function can also be used if you are not the correct signatory.</p> <p><i>Note:</i> Comments can be viewed by the PI and any team member with View and edit access. Comments will also be visible to ACC reviewers.</p> <p>Click OK to return the application to the PI.</p>	
7	<p>Select Sign off AUP to submit the application to Animal Ethics office for ACC review and approval.</p> <p>Click OK.</p>	